



Center for Educational Performance and Information

Details of Michigan's 2004-2005 Graduation and Dropout Methodology

(A working knowledge of the Single Record Student Database (SRSD) data collection and submission processes is necessary to fully understand this information.)

This document is designed to provide details pertaining to how the Center for Educational Performance and Information (CEPI) will determine the 2004-2005 graduation and dropout rates. A general overview of this process can be found in the document titled "Overview of Michigan's 2004-2005 Graduation and Dropout Methodology" located on the CEPI Web site. The criterion that was used to determine the schools/facilities that initially qualify to receive rates can also be found on the CEPI Web site in a document titled "How Schools/Facilities and Districts Were Selected to Receive Graduation and Dropout Rates for the 2004-2005 School Year."

The formula for determining the 2004-2005 graduation and dropout rates will be the same as was used to determine the 2003-2004 rates. This formula accounts for student attrition in a secondary school/facility over multiple grade levels. This is done by multiplying all the class retention rates together in the secondary school/facility.

The following information provides details about the definitions and the basic rules that will be used to calculate the 2004-2005 graduation and dropout rates. A working knowledge of the Single Record Student Database (SRSD) data collection and submission processes is necessary to fully understand this information.

A copy of the SRSD manual for fall 2005 can be obtained from
http://www.michigan.gov/documents/FldDscrp0405_123625_7.pdf.

Business Rules

The 2004-2005 graduation and dropout rates will examine students' movements from the fall 2004 count date to and including the fall 2005 count date, in order to determine their most recent dispositions for the school year. The Unique Identification Code (UIC) will be the sole identifier used to follow the students. Student records in each cycle will be placed into one of the following categories: continuing with his/her education; transfer-in; transfer-out; completer; graduate; or unknown (not accounted for). The students "retained in grade" will be determined using the fall 2005 submission. See Appendix A for a listing of all the categories.

The following example illustrates the processing of the SRSD records for a student named Pat Smith (UIC 222222222):

- Pat Smith, who is enrolled in district A, was selected from the **Fall 2004 SRSD Submission** for inclusion in the graduation and dropout rate calculations and Pat's UIC was flagged.
- In the **Spring 2005 SRSD Submission**, Pat's UIC had an exit code of 19, so Pat would be considered as "continuing with his/her education" in district A.
- In the **End-of-Year 2005 SRSD Submission**, Pat's UIC was missing from the submission for district A. Therefore, Pat would be considered as "unknown."
- In the **Fall 2005 SRSD Submission**, Pat's UIC was submitted by district J. Pat's "unknown" status in district A would be changed from "unknown" to "located." Pat would be considered a "transfer-in" for district J and district A would be credited for Pat being "located."

Fall 2004 Enrollment

The fall 2004 enrollment for any given graduating class for any given school/facility is all the student records that meet the following criteria:

- district exit code equal to 19 or 22
- in grades 9, 10, 11, or 12
- not older than 21 as of December 1 if a special education student
- combined general education and special education FTE is greater than 0.50
- a public school student per his/her residency code
- not an adult participant.

Transfer-In

Students are considered transfers-in if they meet any of the following scenarios: they are new enrollees to the district and thus to the school/facility; they are transfers-in from another school/facility within the district; or they are transfers-in from another grade or educational setting within the district.

In order for a student to be considered a transfer-in and added to a graduating class, the student has to be in the ninth, tenth, eleventh or twelfth grade; have a combined FTE greater than 0.50; be a public school student; and not be an adult education participant.

Transfer-Out

Students that transfer out of the district are removed from the graduating class of the school/facility and district. A student would be considered a transfer-out if the district exit status were any one of the following exit codes:

- 05 Completed general education with an equivalency certificate
- 06 Completed general education with other certificate
- 08 Enrolled in another district in Michigan
- 09 Moved out of state
- 12 Deceased
- 13 Incarcerated
- 14 Enrolled in home school
- 15 Enrolled in non-public school
- 17 Placed in a recovery or rehabilitative program
- 20 Received certificate of completion or finished IEP requirements
- 21 Reached maximum age (special education)
- 25 Enrolled in another district, known to continue in special education
- 26 Enrolled in another district, known not to continue in special education.

If a special education student reaches the age of 21, the student is considered a transfer-out.

Completer

For purposes of the 2004-2005 graduation and dropout rate calculations, a student with an exit code identifying him or her as a completer will be considered a transfer-out. Completers are identified by the submission of a student record with one of the following exit codes:

- 05 Completed general education with an equivalency certificate (GED)
- 20 Received certificate of completion or finished IEP requirements
- 21 Reached maximum age for special education.

Special education students within a graduating class who turn 21 between fall 2004 and fall 2005 will be considered completers and not graduates, and will be transferred out of the graduating class.

Graduate

A student is considered a graduate if the student's record has any of the following four exit codes:

- 01 Graduated from general education with a diploma
- 02 Graduated from general education with a diploma and applied to a degree-granting college/university
- 03 Graduated from an alternative program with a diploma
- 04 Graduated from general education and applied to a non-degree-granting institution.

Retained in Grade

If a student is in the same grade in the fall 2005 submission as they were in the previous school year, then the student is considered retained in grade.

Dropout and Students Located

A student that is not accounted for will be considered a dropout. The following exit codes may be considered dropouts:

- 07 Dropped out of school
- 10 Expelled from the school district (no further services)
- 11 Enlisted in military or Job Corps
- 16 Unknown
- 18 Left adult education.

If a student's UIC is submitted with one of the above exit codes, CEPI will check to see if the student's UIC is located anywhere in the state before the student is considered a dropout. School districts will receive credit for students who are located.

Fall 2005 Enrollment

The fall 2005 enrollment for any given graduating class for any given school/facility is all the student records that meet the following criteria:

- district exit code equal to 19
- in grades 9, 10, 11, or 12
- not older than 21 as of December 1 if a special education student
- combined general education and special education FTE is greater than 0.50
- a public school student per his/her residency code
- not an adult participant.

Graduation Rate Calculations

The graduation rate is a four-year “estimated” rate that is derived by multiplying the four graduating class retention rates together.

Class retention rates are determined by taking one graduation class (grade) at a time and dividing the fall 2005 enrollment by the fall 2004 enrollment, after all the transfers-in and transfers-out have been identified.

| Example Calculation of Retention Rates | | | | | |
|--|------------------|------------------|------------------|------------------|--------------------|
| | Class of 2008 | Class of 2007 | Class of 2006 | Class of 2005 | Total |
| 1. Fall 2004 enrollment (+) | 280 | 275 | 273 | 259 | 1,087 |
| 2. Net Transfer (+) | -24 | 30 | -10 | -27 | -31 |
| 3. Net Retained in grade (+) | 0 | 25 | -25 | 0 | 0 |
| 4. Students located (-) | 5 | 25 | 7 | 9 | 46 |
| 5. Expected Fall 2005 enrollment | 251 | 305 | 231 | 223 | 1,010 |
| 6. Fall 2005 enrollment | 247 | 299 | 225 | | 771 |
| 7. Graduates (-) | 0 | 0 | 0 | 220 | 220 |
| 8. Unaccounted-for (Dropouts) | 4 | 6 | 6 | 3 | 19 |
| 9. Class Retention Rate | $247/251 = .984$ | $299/305 = .980$ | $225/231 = .974$ | $220/223 = .987$ | $991/1,010 = .981$ |

The following is an example calculation of the graduation rate based on the above table:

| | | | | | | | |
|---------------|---|---------------|---|---------------|---|---------------|------------------------------------|
| Class of 2008 | | Class of 2007 | | Class of 2006 | | Class of 2005 | |
| Retention | X | Retention | X | Retention | X | Retention | |
| Rate | | Rate | | Rate | | Rate | |
| .984 | X | .980 | X | .974 | X | .987 | = .927 X 100 = 92.7 percent |

Dropout Rate Calculations

The dropout rate is the percentage of unaccounted-for students at the secondary level for a school year. It is derived by subtracting the secondary school's/facility's total retention rate from 100 percent.

The following is an example calculation of the dropout rate based on the above table:

The total retention rate would be $991/1,010 = .981 \times 100 = 98.1$ percent
Therefore, the dropout rate would be: $100 - 98.1 = \mathbf{1.9 \text{ percent}}$

Appendix A

Student Mobility Categories

| Categorization of Exit Codes into Student Mobility Categories* 2004-2005 Graduation and Dropout Rate | | |
|---|--|---|
| Exit Code | Exit Definition | Mobility Category |
| 01 | Graduated from general education with a diploma | Graduate |
| 02 | Graduated from general education with diploma & applied to a degree-granting college/university | Graduate |
| 03 | Graduated from an alternative program with a diploma | Graduate |
| 04 | Graduated from general education and applied to a non-degree-granting institution | Graduate |
| 05 | Completed general education with an equivalency certificate (GED) | General Education Completer Transfer-Out |
| 06 | Completed general education with other certificate (e.g., certificate of attendance, district competency test) | Not a Completer or Graduate Transfer-Out |
| 07 | Dropped out of school | Dropout, if not located |
| 08 | Enrolled in another district in Michigan | Transfer-Out |
| 09 | Moved out of state | Transfer-Out |
| 10 | Expelled from the school district (no further services) | Dropout, if not located |
| 11 | Enlisted in military or Job Corps | Dropout, if not located |
| 12 | Deceased | Transfer-Out |
| 13 | Incarcerated | Transfer-Out |
| 14 | Enrolled in home school | Transfer-Out |
| 15 | Enrolled in non-public school | Transfer-Out |
| 16 | Unknown | Dropout, if not located |
| 17 | Placed in a recovery or rehabilitative program | Transfer-Out |
| 18 | Left Adult Education | Dropout, if not located |
| 19 | Expected to continue in the same school district | N/A - Continuing |
| 20 | Received certificate of completion or finished IEP requirements | Special Education Completer Transfer-Out |
| 21 | Reached maximum age | Special Education Completer Transfer-Out |
| 22 | Declassified | N/A - Continuing |
| 25 | Enrolled in another district, known to continue in special education | Transfer-Out |
| 26 | Enrolled in another district, known not to continue in special ed. | Transfer-Out |

*End-of-Year 2005 SRSD, Field 23: District Exit Status

Appendix B - Definitions

Continuing: A student who is still enrolled in the school district.

Dropout: A student who has been assigned to a graduating class and does not graduate, or does not receive a General Educational Development (GED) certificate, or is not considered a transfer, or whose enrollment status is otherwise unknown.

Dropout rate: The percentage of unaccounted-for students at the secondary level for a school year. The 2004-2005 dropout rate is derived by subtracting the total secondary level retention rate from 100 percent.

General education completer: A student who completes his/her general education experience with a GED certificate.

Graduate: A student who has successfully completed his/her general education requirements and received a diploma.

Graduation rate: The 2004-2005 graduation rate is a four-year estimated graduation rate that is derived by multiplying the four graduating class retention rates.

Located student: A student who would have been identified as a dropout (see Appendix A); however, the student was subsequently located in another school/facility in the state.

New enrollee: Any student who enrolls on or after the fall 2004 count day and before the fall 2005 count day.

Not a completer or graduate: A student who completes his/her general education experience with a certificate other than a diploma or GED certificate.

Special education completer: A student who receives a certificate of completion, finishes his/her Individual Education Program (IEP) requirements, or reaches the age of 21.

Transfer-out: A student who exits the school/facility or district, is not a dropout, and is removed from the graduating class for purposes of calculating the graduation and dropout rates.

Transfer-in: A student who is added to a graduating class for purposes of calculating the graduation and dropout rates.

Unique Identification Number (UIC): A ten digit number that is randomly assigned by the state to each student.